



# Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Director's Office

Sub-Section:

**TITLE:** Legal: Legal Unit Case Files

**CUTOFF:**

**DESCRIPTION:**

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 21062

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003

**TITLE:** Legal: Private Activity Bond Allocation Files

**CUTOFF:**

**DESCRIPTION:**

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 21064

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003

**TITLE:** Legal: Public Legal Opinions

**CUTOFF:**

**DESCRIPTION:**

**RETENTION:** Years: 10 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 21063

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003

**TITLE:** Legislation, Policy Development, Public Information: Grant, Loan, Tax Credit Project Write-Ups (copy)

**CUTOFF:** WSO

**DESCRIPTION:**

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 21053

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003



# Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Director's Office

Sub-Section:

<b>TITLE:</b> Legislation, Policy Development, Public Information: Memorandums of Understanding / Contracts		<b>CUTOFF:</b> Term of contract
<b>DESCRIPTION:</b>		<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 21054	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Legislation, Policy Development, Public Information: Program Approvals (copy)		<b>CUTOFF:</b> WSO
<b>DESCRIPTION:</b>		<b>RETENTION:</b> Years: 0 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 21052	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Strategic Planning: Award Applications		<b>CUTOFF:</b> WSO
<b>DESCRIPTION:</b>		<b>RETENTION:</b> Years: 0 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 21060	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Strategic Planning: Improvement Team Files		<b>CUTOFF:</b> WSO
<b>DESCRIPTION:</b> Working papers and team recommendations.		<b>RETENTION:</b> Years: 0 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 21059	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003



# Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Director's Office

Sub-Section:

**TITLE:** Strategic Planning: Quarterly Strategic Plan Reports and Other Performance Reports

**CUTOFF:**

**DESCRIPTION:**

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 21057

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003

**TITLE:** Strategic Planning: Strategic Plan Handbook, Other Handbooks, Workshop Materials

**CUTOFF:** WSO

**DESCRIPTION:**

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 21058

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003